



Position: Inventory Planner
Department: Supply Chain/Inventory Management
Reports To: Director, Inventory Planner
Exemption Status: Exempt (Salary)
Location: Store Support Center, Lenexa, KS

Position Summary

The Inventory Planner position is responsible for planning, managing and maintaining replenishment for specified categories of business. The role is also responsible for monitoring and adjusting replenishment parameters to meet the needs of the stores. This individual will effectively manage the placement and/or replenishment of a designated product category to maintain an in stock standard while achieving planned turnover and revenue growth. The individual must be able to manage multiple projects simultaneously and be able to prioritize them in accordance with the challenges of a rapidly changing retail environment. This position reports to the Manager of Inventory Planning.

Essential Duties & Responsibilities

- Responsible for Open-To-Buy management and Item Maintenance with regards to replenishment.
- Monitor product flow from Ace RSC's and direct to stores vendor orders.
- Review upcoming promotional activities and ensure proper inventory levels by store to maximize sales potential.
- Perform inventory forecasting for future needs and replenish and allocate products as needed.
- Analyze inventory productivity and make adjustments as needed.
- Work closely with Ace Inventory Teams to maximize flow-thru efficiencies.
- Expertly utilize the appropriate tools and levers to optimize in-stock and minimize unproductive inventories.
- Keep the Manager, Inventory Planning updated on current projects, challenges and opportunities.
- Perform complex and highly detailed work with accuracy and precision.
- Maintain proper inventory levels in all stores to support profitable sales.
- Make quality inventory and purchase recommendations to Category Managers.
- Analyze sales and stock levels to ensure that reorder recommendations made by the replenishment system reflect the sales trend, presentation standards and turnover.
- Participate in cross-functional projects as required for overall continuous improvement.
- Partner with Category Manager(s) to ensure proper in-stock levels and manage seasonal products to achieve out date target.
- Provide inventory management education to Field personnel as required.
- Communicate with store teams and respond to individual store issues as required.
- Utilize and develop expertise with Business Intelligence software reporting capability.
- Other duties, as assigned.

Work Environment – Normal Office Environment.

Special Physical Requirements – Lifting and moving of files and/or lifting objects of 5 to 20 pounds.

Travel - Less than 10%

Qualifications

Education -

Bachelor's degree from a four year college or university; or equivalent combination of education and experience. Degree in Business Management, Supply Chain Management or Operations Management preferred

Experience

Minimum Requirements -

Three to four years of experience demonstrating:

Skills in planning and allocation, financial analysis, or buying or an equivalent combination of education and experience.

- Experience with demand forecast planning systems.
- Sound understanding of key performance indicators and elements that drive retail profitability and inventory productivity.
- Strong business planning and financial analysis abilities with a minimum of 3 years experience analyzing sales trends in a retail environment.
- Ability to manage multiple priorities in a dynamic business environment
- Demonstrated organizational skills and attention to detail
- Effective trend merchandising aptitude.
- Analytical thinker, team player, customer-focused, business minded.

Preferred Qualifications

- Two – Five years of experience in an Inventory Planner role.
- Passion for the retail industry.

Technical skills

- Strong MS Office skills, E3, JDA, & BI Tools. Advanced use of Excel (pivot tables, V-lookup, writing formulas, linking worksheets, etc.)

SEND RESUME TO KATHY LEWIS AT

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